

U.S. GOVERNMENT PUBLISHING OFFICE
Dallas, TX

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

VCL_TUBULAR_HEADWEAR_2018

As requisitioned from the U.S. Government Publishing Office (GPO) by the
US Department of Veterans Affairs

BID OPENING: Bids shall be publicly opened at 10:00 AM, prevailing Dallas, TX time, on
April 6, 2018.

For information of a technical nature call Jim Hunt at (214) 767-0451, Ext. 5.

GPO CONTRACT TERMS: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

BIDDERS, PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages under "OFFERS" (Pages 6 and 7).

Facsimile bids are acceptable. Only submit **one bid** for a single bid jacket per fax transmission. Telegraphic, voice telephonic, other electronic, or mailgram bids are not acceptable. Refer to GPO Contract Terms (GPO Pub. 310.2). **Facsimile bids must include the Schedule of Prices on Page 7.** Submit bids to: Fax 214-767-4101, or send to U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242.

Bids must be received no later than the exact date and time specified.

BUY AMERICAN ACT - NOTE: In compliance with Contract Terms, Contractor must state within bid submitted the Country of origin where the end product (headwear) is being manufactured.

Indicate the Country of origin on Schedule of Prices on Page 7.

SUBCONTRACTING: The predominant production function is determined to be other than presswork. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1/18)), is modified to permit subcontracting. The contractor may make contracts with any other party for the furnishing of any part of the supplies or work specified.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

COMPLIANCE REPORTING:

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for delivery schedules in accordance with the contract requirements by faxing to Evelyn Whitehead at efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

PREAWARD SURVEY:

In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, security, and similar abilities to perform, prior to the award of a contract. This pre-award survey will include an inspection of the equipment on which file transmissions will be sent or received.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level N/A
- (b) Finishing Attributes -- Level N/A

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7 Type Quality and Uniformity	Approved Prior to Production Sample
P-9 Solid or Screen Tints Color Match	Approved Prior to Production Sample

PRODUCT: Tubular Headwear featuring 100% stretch moisture-managing microfiber fabric with seamless construction. Tubular headwear prints one side in either BLACK or PURPLE (Pantone 2617C) and reversing with opaque white using dye-sublimation, inkjet or screen print. Copy is text, line art illustrations, reverses and solids in purple (Pantone 2617C), black and opaque white. (See Attachment). Vendor must guarantee that any coloring (dye, ink or screen-imprint/coloring) used to make the bandana will not run or bleed when exposed to moisture.

TITLE: VCL_Tubular_Headwear_2018

QUANTITY: 250,000 each of two (2) different colors: 500,000 total.

DESCRIPTION:

ITEM 1 (Purple and White Tubular Headwear): 250,000 Headwear.

Artwork must be proportionally sized with no distortion or loss of information to maximize imprint area.

See Attachments A for product and artwork.

Product features: 100% stretch moisture-managing microfiber fabric with seamless construction that is wind resistant and able to control odor with light UV protection.

Product Color: Purple and white

Product Size: 10" W x 19" H

Imprint area: 9-1/2" W x 18-7/8" H

Imprint colors: A close match of Pantone 2617C (Purple) and opaque white.

ITEM 2 (Black and White Tubular Headwear): 250,000 Headwear.

Artwork must be proportionally sized with no distortion or loss of information to maximize imprint area.

See Attachment B for product and artwork.

Product features: 100% stretch moisture-managing microfiber fabric with seamless construction that is wind resistant and able to control odor with light UV protection.

Product Color: Black and opaque white
Product Size: 10" W x 19" H
Imprint area: 9-1/2" W x 18-7/8" H
Imprint colors: Black and opaque white.

Bidders may be required to provide either a link to a website containing the item description and a visual for the product they are bidding or written specifications along with a visual for the product they are bidding, within 2 hours of the written or verbal request from GPO. Bidders unable to comply may not be considered for award.

GOVERNMENT TO FURNISH:

TWO (2) Adobe Acrobat PDF file, GPO Form 905, and Purchase Order will be emailed to successful contractor. Files created on a Macintosh with Operating System OSX Version 10.11.16. Source design files created using InDesign, Illustrator and Photoshop in the Adobe CC Creative Cloud 2017. Fonts have been converted to shapes.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PROOFS:

The sample requirement for this contract is not less than FOUR (4) each of two (2) printed samples (8 total) no later than April 16, 2018. Each sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES/Nelson Colon and shall include the GPO jacket number. The sample must be submitted in sufficient time to allow Government testing of the sample and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the sample within TWO (2) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the sample are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional sample shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Submit Prior to Production Samples, inside delivery required, on or Before APRIL 16, 2018.

Submit 2 (1 of each color) Prior to Production Samples to:

U.S. Department of Veterans Affairs
MARK FOR: Nelson Colon (202-461-5515)
801 Vermont Ave. N.W., Room 763Q
Washington, DC 20420

Submit 2 (1 of each color) Prior to Production Samples to:

U.S. Department of Veterans Affairs
MARK FOR: Corey Terhune (585-393-7767)
400 Fort Hill Ave.
Building 37b, Room 222
Canandaigua, NY 14424

Submit 2 (1 of each color) Prior to Production Sample to:

REINGOLD, INC. GCP
C/O Veterans Administration
8242 Sandy Ct., Suite B
Jessup, MD 20794-3002
POC: Caroline DiStefano (571-814-3142)

Submit 2 (1 of each color) Prior to Production Sample to:

U.S. Government Publishing Office
1100 Commerce Street, Room 731
Dallas, TX 75242
-----M/F: Prior Sample/547-055/jh.

STOCK/PAPER: N/A

PACKING:

Poly wrap EACH item. Pack suitable per box. Bundle in quantities of 50. Cartons not to exceed 32 lbs. Mark all boxes and containers with "VCL_Tubular_Headwear_2018" (Purple or black tubular headwear).

Do not intermingle color in boxes. Properly marked boxes may be shipped in the same container.

- Packing sheet must be attached to the order, including item type and quantity of items, as well as the weight per pallet.

- Boxes/packaging must be delivered in acceptable shape, where items are not damaged and the boxes can be picked up and moved around without falling apart. All bulk shipments must be palletized with wrap to ensure safe unloading from trucks. In addition, pallets should be no more than 75 inches high and no more than 1000 lbs. for

tall pallets, also to ensure safe unloading with a forklift. Reingold is not responsible for palletizing shipments before unloading. This is especially important for items being shipped overseas.

- Incoming shipments must be preceded by a heads-up email or phone call at least TWO (2) business days prior to the shipment arriving at the warehouse. Reingold's warehouse receiving hours are from 7:30 AM to 2:30 PM (Eastern) Monday to Friday except for federal holidays.

Warehouse Point of Contact

For all receiving inquiries

Ulysses Delgado

Phone: 301-272-4757

Email: udelgado@reingold.com

NOTE 1: Containers (and boxes) must last for two shipments. Pack to ensure no damage occurs to product during transit.

NOTE 2: All shipping containers require a container label. Complete a copy of the enclosed shipping label(s) (GPO Form 905) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary).

DISTRIBUTION: F.O.B. Destination. All shipments must be via traceable means.

Reingold Inc GCP

C/O: U.S. Department of Veterans Affairs

8242 Sandy Ct Suite 200B

Jessup, MD 20794-3002

MARK FOR: Warehouse/ Caroline DiStefano (571-814-3142) or Erin Johnson (202-499-4402)

Warehouse POC: Ulysses Delgado (301-272-4757)

DELIVERS ON OR BEFORE MAY 18, 2018:

-----150,000 purple and white Headwear.

-----150,000 black and white Headwear.

DELIVERS ON OR BEFORE JUNE 15, 2018:

-----100,000 purple and white Headwear.

-----100,000 black and white Headwear.

U.S. Government Publishing Office

1100 Commerce Street, Room 731

Dallas, TX 75242

----5 headwear each of 2 colors (10 headwear total) as inspection samples. M/F: Sample/547-055/jh.

SCHEDULE:

PO and furnished material will be issued on April 6, 2018.

PROOFS: Prior to production samples due April 16, 2018. Prior to production samples will be held for two (2) workdays.

Deliver 300,000 headwear (150,000 each of two colors) f.o.b. Destination on or before May 18, 2018.

Deliver 200,000 headwear (100,000 each of two colors) f.o.b. Destination on or before June 15, 2018.

OFFERS: Offers must include the cost of all materials and delivery to each destination for each item listed in accordance with these specifications.

In addition to a price for the quantity called for in these specifications, a price must also be submitted for each additional 1,000 printed headwear at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+/-) WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for the "ADDITIONAL RATES" shall be based on a continuing run and must be exclusive of all preliminary charges and will not be a factor for determination for award.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to Fax No. (214) 767-4101. The jacket number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: U.S. Government Publishing Office, 1100 Commerce Street, Suite 731, Dallas, TX 75242, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Dallas, TX time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (214) 767-0451, Ext 5.

SCHEDULE OF PRICES:

Bidder must fill out the Schedule of Prices and return it.

TOTAL BID PRICE \$ _____

ADDITIONAL RATE for Purple and White Tubular Headwear \$ _____ PER 1,000

ADDITIONAL RATE for Black and White Tubular Headwear \$ _____ PER 1,000

COUNTRY OF ORIGIN _____

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of pages 5 and 6, initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID).

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

Tubular Headwear – Purple

General Description: Tubular Headwear

Software: PDF created with Adobe Acrobat Pro Version DC.

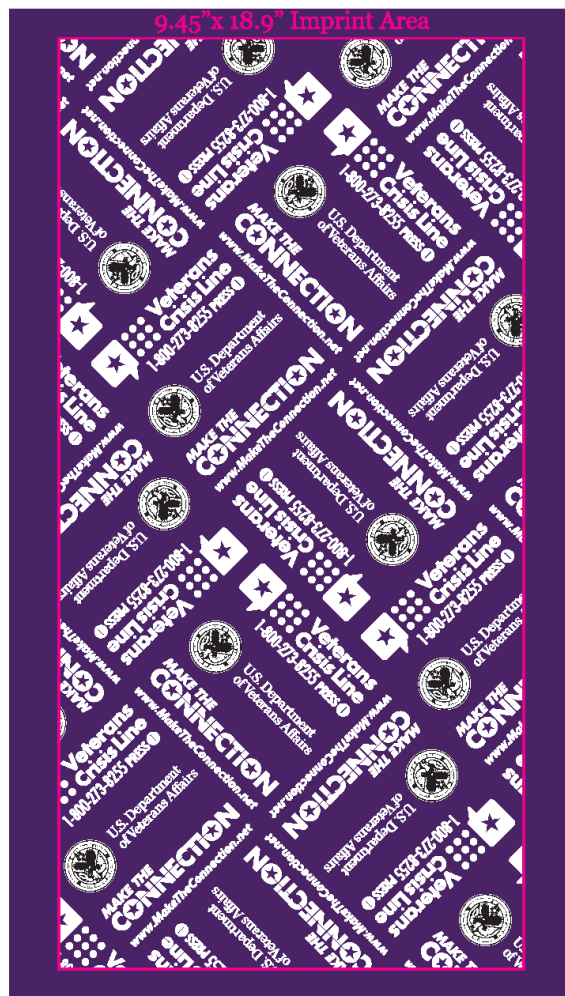
Product Size: 10" x 19"

Product Material: 100% stretchy knitted polyester material with a light UV protection. Vendor must guarantee that any coloring (dye, ink or screen-imprint/coloring) used to make the headwear will not run or bleed when exposed to moisture.

Imprint Information: Imprint area is 9.45" w x 18.9" h. Imprint location is as indicated by the visual below. Imprint color is black, Pantone 2617 purple.

Packaging: Bundle in quantities of 50.

Additional Notes: Vendor must guarantee that any coloring (dye, ink or screen-imprint/coloring) used to make the headwear will not run or bleed when exposed to moisture. Files created on an iMac with Operating System OSX Version 10.11.6. Source design files created using InDesign, Illustrator, and Photoshop in the Adobe CC Creative Cloud. Fonts have been converted to shapes. Additional color information included below.



Jacket 547-055 Atch A



Tubular Headwear – Black

General Description: Tubular Headwear

Software: PDF created with Adobe Acrobat Pro Version DC.

Product Size: 10" x 19"

Product Material: 100% stretchy knitted polyester material with a light UV protection. Vendor must guarantee that any coloring (dye, ink or screen-imprint/coloring) used to make the headwear will not run or bleed when exposed to moisture.

Imprint Information: Imprint area is 9.45" w x 18.9" h. Imprint location is as indicated by the visual below. Imprint color is black.

Packaging: Bundle in quantities of 50.

Additional Notes: Vendor must guarantee that any coloring (dye, ink or screen-imprint/coloring) used to make the headwear will not run or bleed when exposed to moisture. Files created on an iMac with Operating System OSX Version 10.11.6. Source design files created using InDesign, Illustrator, and Photoshop in the Adobe CC Creative Cloud. Fonts have been converted to shapes. Additional color information included below.



Jacket 547-055 Atch B

